



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date <b>6/13/73</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received <b>JUN 13 1973</b>	Date Completed <b>73-410 JUN 13 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Transportation Division of Administration General Support Services - General Files Atlanta, Georgia</b>		4. Person to Contact <b>George Carter, Sr.</b>	
		5. Working Title <b>Office Engineer</b>	6. Tel. No. <b>656-6325</b>

7. ACTION REQUESTED TO AMEND APPLICATION NO. 202

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1918 - To Date

Highway Project File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurements and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Document relating to the construction of roads and bridges financed by Federal-Aid and/or State-Aid funds.

See attached list for documents included in the series.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	1634	2451		50 75			
Legal-size File Drawers	9	18	Floor Space Occupied (Square Feet)	1435 989			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				25	25	20	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ [ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ [ ]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept 20 years:

- a. ☐ [ ] STATE LAW b. ☒ [X] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☐ [ ] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated Section 3-703 - action upon sealed contracts shall be brought within 20 years after the right of action shall have accrued.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

Other: Federal Funded Projects - final Federal payment of project to State and final State payment to contractors

State Funded Projects - final State payment to contractors.

Disposition: Place file in inactive project file; cut off inactive project file at the end of the calendar year; transfer project file to Records Center; hold 20 years; then destroy.

Attach Samples of the Series

Records Management Office

Date 6/13/73

26. Recommendations	<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date 6/13/73
in Paragraph	<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	Department of Audits/Designee	Date 6/13/73
25 are:	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	Secretary of State/Designee	Date 6-13-73
	<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	Department of Law/Designee	Date 6-13-73



File as **ORIGINAL**  
 STATE OF GEORGIA  
 Application for  
**RECORDS DISPOSITION STANDARD**

OFFICE OF SECRETARY OF STATE  
 DEPARTMENT OF ARCHIVES & HISTORY  
 RECORDS MANAGEMENT DIVISION

Location State <b>GA</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE: Date Received: <b>JUN 13 1973</b> Application No: <b>73-410-A</b> Date Completed: <b>JUN 13 1973</b>
Agency Application No.		4. Person to Contact <b>George Carter, Sr.</b>
1. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Transportation Division of Administration General Support Services - General Files Atlanta, Georgia</b>		5. Working Title <b>Office Engineer</b>
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1918 - To Date

Highway Project File

(Sealed Contracts)

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*Sealed Contracts*

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Records Management Officer

*W. Bradford* Date *6/13/67*

26. Recommendations		[ ] Approved [ ] Disapproved	Head of Agency/Designee <i>William H. Simpson</i>	Date <i>6/13/67</i>
in Paragraph 25 are:	State	[ ] Approved [ ] Disapproved	Department of Audit/Designee <i>William H. Simpson</i>	Date <i>6/13/67</i>
	Records	[X] Approved [ ] Disapproved	Secretary of State/Designee <i>Robert H. Shepherd</i>	Date <i>6-13-67</i>
	Committee	[ ] Approved [ ] Disapproved	Department of Law/Designee <i>Robert H. Shepherd</i>	Date <i>6-13-67</i>